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Office of the Regional USAID Mission in Minsk VACANCY ANNOUNCEMENT

DATE: June 7, 2012

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID/UBM)

SUBJECT: Job Opportunity Announcement # 02-2012, **External**, USAID/Belarus

POSITION TITLE: Community Connections Program Assistant/Alumni Coordinator

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #02-2012

GRADE LEVEL: FSN-8 (The incumbent will be hired at the Development Level, FSN-7 until all mandatory USAID training is completed and the full performance level of the position is reached)

OFFICE LOCATION: USAID/Belarus, Minsk

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: June 22, 2012 at 6:00 PM Minsk time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* in **English** to the USAID Human Resources Unit at Minsk01-2012@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.



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Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview.

I. BASIC FUNCTIONS OF POSITION:

The Program Assistant & Alumni Coordinator (PAAC) for the Community Connection Program (CCP) receives guidance from the Community Connection Project Management Specialist (PMS) and reports to the Belarus Country Director. The incumbent is responsible for assisting in the organization and implementation of visitor exchanges. In addition, the incumbent, under the guidance of the Belarus Country Director and Community Connections Project Management Specialist plans and organizes Community Connections Alumni events in addition to maintaining relationships with Alumni. As needed, the incumbent serves as USAID representative on the Embassy's International Visitor Exchange Programs in defining the exchange topics and participant selection.

The incumbent supports the PMS in keeping staff informed on the progress of activities, analyzes problems and provides technical recommendations for future actions if needed while routinely assessing their continued viability.

The PAAC supports the PMA in preparing information on the program goals and performance for various audiences: branches of the US government, US and Belarusian general public. Based on analysis of news, reports and meetings with relevant contacts, the PAAC works with the PMS to provide Belarus colleagues with information on relevant issues which may affect future programming and results achievement.

II. MAJOR DUTIES AND RESPONSIBILITIES:

% of time

A. Deputy Assistant

60%

Under the guidance of the PMS, the incumbent serves as the Assistant for the USAID Belarus Community Connection Program (CCP). Working in tandem with USAID Implementing Partners, customers, stakeholders, and other mission staff, the incumbent supports the design,



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monitoring, and approval of all project activities. The PAAC support the PMS in ensuring the program's compliance with respective procedures, as stipulated in the ADS 252 "Visa Compliance for Exchange Visitors," and other pertinent regulations. The PAAC ensures that USAID/EGAT latest procedures and requirements are followed.

The incumbent provides support for Community Connections program activities. The incumbent Ensures timeliness, completeness and accuracy of training documentation processing in accordance with the established USG processes, procedures and required timeframes. In this capacity, in coordination with the Belarus Country Director and Community Connections PMS, the incumbent will:

- Provide input in selecting training themes and concepts;
- Assist in the dissemination of information on advertising exchange visitor programs;
- Organize and prioritize required processing of participant documentation including reviewing documents for accuracy and completeness; sorting out, copying and scanning, and coordinating paperwork processing with relevant USG and local stakeholders (e.g., implementing partners, Embassy FO, RSO, Consular Section, designated medical centers, etc.);
- Serve as a liaison and procedural POC for selection panel members and program candidates. Provides telephone and info support;
- Participates in the final participant selection;
- Be responsible for data entering into the TrailNet system and all respective updating to reflect change in program and participant status;
- Assists in conducting pre-training and post-training activities for exchange visitors and program alumni and ensures high standards of materials and presentation;
- Provide logistical support to the training activity meetings and events including processing visitors, developing interview schedules, arranging for a conference space and refreshments etc;
- When necessary, under the guidance of the PMS, represent USAID at meetings, training seminars, conferences, and other training-related events, and report to the USAID/Belarus Country Director where necessary;
- Maintain electronic database of training/exchange participants.

B. Social Media Specialist

20%



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The PAAC, under the guidance of the PMS and in coordination with the Country Director, is responsible for development and overseeing USAID social media platforms such as Facebook, Twitter, YouTube and others, working with Program Managers and the Country Officer to ensure weekly posts to all applicable social media platforms. The PAAC is also responsible for tracking social media influence measurements, partnering with Activity Managers to ensure proper online messaging and relevancy, preparing monthly statistics to update internal staff on social media coverage of the portfolio, conduct advertisement campaigns to attract more users to the USAID/Belarus social media networks, and to monitor and analyze social media trends.

C. Alumni Coordination

20%

The PAAC, under the guidance of the PMS and in coordination with the Country Director, works to enhance the Missions communication and coordination with Community Connections Alumni throughout Belarus. This will include supporting the PMS with planning Community Connections re-entry activities and follow on events while simultaneously encouraging implementation of Action Plans.

With guidance from the Country Officer and under the direction of the PMS, the PAAC will be responsible for developing and maintaining alumni networks. The PAAC will work with the PMS on planning a yearly Alumni calendar for approval by the Country Officer. S/he will identify and plan 3-4 thematic Community Connections Alumni coordination events per year. The incumbent will ensure the dissemination of information on available USG resources to support alumni follow on activities.

The PAAC will also continuously update the Community Connections Alumni roster and ensure that the data is current. This will entail reaching out to Alumni via email or on the phone, and may also include field trips to meet Alumni in the field when applicable.

The PAAC will be responsible for regular crafting and channeling of success stories of Community Connections Alumni to the Information Officer for further dissemination.

The PAAC will take into consideration the lessons learned of the previous implementing organization in regards to Alumni Coordination and also work with relevant Embassy personal to secure the proper approvals and security clearances for Community Connections events held at the Embassy.

III. REQUIRED QUALIFICATIONS:



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Education: A University degree is required. Completion of an advanced degree or technical study in project management is highly desirable.

Prior Work Experience: Three years of progressively responsible work experience including of experience in development program management/administration, preferably in the private sector or with international donor agencies.

Post-Entry Training: Formal and on-the-job training in USAID policies and procedures will be provided on as-needed basis.

Language Proficiency: Level IV (fluent) English and Russian proficiency is required. Working knowledge of Belarusian desired.

Knowledge: Sound knowledge of Belarus's political, economic, social and cultural environment. Knowledge of principles of program planning, program management, financial analysis and budgeting and program monitoring and evaluation is required. USAID training programs, regulations, and USG visa requirements is essential. Knowledge of various social media channels and social networking is required.

Skills and abilities: Demonstrated ability to analyze complex political, social and economic issues particularly as related to program design and management is required. The PMA must be able to provide such analyses effectively and professionally both orally (for example, in discussions of exchange topics with colleagues and senior Embassy and Mission staff) as well as in written format - several paragraphs to a few pages.

Good managerial and administrative skills are essential; ability to manage multiple tasks in planning and implementing Community Connections exchange program is extremely important; considerable knowledge and judgment on functioning of local institutions is helpful in effective program implementation.

Strong interpersonal skills are required. More specifically, an ability to establish and maintain good working relationships with relevant Belarusian and USG counterparts. The PAAC must be able to work well within teams which involve staff from the USAID Mission and the Embassy. Demonstrated ability to handle sensitive issues with professionalism, tact and in a diplomatic fashion required.

The PAAC should be a "self starter," someone who can work and resolve problems independently. S/he should be pro-active, work well under pressure, make sound judgments, organized, able to prioritize assignments, manage time well and meet deadlines. Writing skills are essential, especially the ability to proofread.



IV. POSITION ELEMENTS:

Supervision received: The PAAC receives substantial guidance from the Project Management Specialist and with the PMS receives guidance and is directly supervised by the Country Director. The PAAC should be able to work independently, identify additional tasks her/himself and manage them accordingly.

Available Guidelines: USAID Automated Directives System (ADS), USAID/Kiev Mission Orders, USAID/Mission Strategy, country-specific Strategic Plans.

Exercise of Judgment: The PAAC is expected to exercise sound judgment in all aspects of work. Keen decision making skills are required in interpreting and enforcing USAID and USG policies and regulations, in analyzing issues, and to help to solve complex problems related to program activity formation and implementation. Judgment is required when supporting the review of technical and progress reports, evaluating contractor/grantee performance, financial reports, analyzing the implications of events, and in making recommendations to Technical Staff, Office Director, and Senior Management as to areas where their attention is needed.

Authority to Make Commitments: Makes technical inputs necessary to achieve project goals.

Nature, Level, and Purpose of Contacts: The incumbent, under the guidance of the PMS and Country Director, will be in contact with Belarusian counterparts, including but not limited to NGO leaders and staff of USAID implementing partners, in the context of implementation of the visitor exchange program. Under the direction of the PMS and the Belarus Country Officer, the PAAC must regularly interact with staff at USAID/Minsk, the US Embassy as well as USAID/Washington staff managing the CCP program. The incumbent may represent USAID in working meetings. The purpose of these contacts is to provide information about USAID programs and interests and attain information about the activities and concerns of others.